

**Learning Impact Statement:** Participants will learn practical strategies and AI-powered tools to manage their energy and focus, reduce overwhelm, and increase productivity—creating lasting improvements in both individual performance and organizational effectiveness.

#### Skill Focus Areas:

Prioritization Support

Weekly Planning & Scheduling

Energy Mapping (Daily Routine)

Overcoming Procrastination

Reflection & Adjustment

Just-in-Time Coaching

#### REFLECTION PROMPTS:

- How do I currently prioritize my tasks?
- When am I most productive during the day?
- What usually distracts or derails my schedule?

### 1. PRIORITIZATION SUPPORT

AI can help organize a task list using prioritization frameworks (e.g. Eisenhower Matrix), helping learners practice distinguishing urgent vs. important tasks and make systematic decisions about what to do first, schedule later, delegate, or drop.

**AI Prompt Example:** Here are 10 things I need to do this week. Help me categorize them into urgent/important, important/not urgent, urgent/not important, and not urgent/not important and recommend how I should approach each category.

#### My Task List for This Week:



**Human Resources**

**UNIVERSITY OF SOUTH CAROLINA**

Office of Organizational and Professional Development

Urgent & Important	Important / Not Urgent	Urgent / Not Important	Not Urgent & Not Important

My Next Steps

## 2. WEEKLY PLANNING & SCHEDULING

AI can generate a draft a weekly schedule and the learner can adapt it to fit their needs while building skills in allocating time intentionally.

**AI Prompt Example:** I work 37.5 hours per week during the hours of 8:30 a.m. and 5:00 p.m. with an hour break in the middle of the day. Block my time for deep work, meetings, collaboration time, and learning, while leaving space for flexibility. I know that I’m more creative and focused during the morning. What else do you need to know about me to customize this weekly plan to my work style?

My High Energy Times	My Low Energy Times

Tasks I'll Schedule During High-Energy Times	Tasks I'll Schedule During Low-Energy Times

Adjustments I'll Make

3. ENERGY MAPPING (DAILY ROUTINE)

AI can provide templates for balancing your workload with your natural energy cycles.

**AI Prompt Example:** Based on my role as [insert role], my energy peaks during the [time of day], and these are my top priorities: [list]. Here are my deep-focus tasks: [list]. Here are my routine tasks: [list]. Please design a daily routine that matches my high-energy periods with deep-focus work, reserving low-energy tasks for low-energy periods, while accounting for my fixed commitments, and include breaks aligned with my preferences.

My Daily High-Energy Tasks	My Daily Low-Energy Tasks

My Customized Routine

4. OVERCOMING PROCRASTINATION

AI can help learners break large or intimidating tasks into small, immediate actions (micro-actions), building the habit of taking quick steps to overcome procrastination.

**AI Prompt Example:** I'm procrastinating on writing this report. Give me 3 short steps to get started in the next 15 minutes.

Task I've Been Putting Off

3 Micro-Steps I Can Take Now

5. REFLECTION & ADJUSTMENT

AI can guide learners in reflecting on time management patterns and generate targeted adjustments, fostering continuous improvement and self-awareness.

**AI Prompt Example:** Ask me 5 reflective questions about how I managed my time this week and suggest adjustments for next week.

What Worked Well	What Didn't Work Well	Adjustments for Next Week

6. JUST IN TIME COACHING

AI provides customized strategies to help learners manage high-pressure days by balancing priorities, scheduling breaks, and avoiding burnout.

**AI Prompt Example:** I have 6 meetings and 3 deadlines today. Help me create a plan to manage my priorities, schedule in breaks, and avoid burnout.

"High-Pressure Day" Strategy	How I'll Manage Breaks	How I'll Prevent Burnout

MY ACTION PLAN:

My Top 3 Takeaways	1 Change I Will Apply Immediately	How I'll Use AI as My Ongoing Time Management Coach